



**Agency Records Disposition Schedule**

Department: Department of Mental Health

Section: Personnel

Division: Central Office

Sub-Section:

**TITLE:** Allocations

**CUTOFF:**

**DESCRIPTION:** Requests for upgrading positions in any one of the facilities (originals at specific Hospitals)

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 5811

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/26/1984

**TITLE:** Certificates and certification Form # 39

**CUTOFF:**

**DESCRIPTION:** Certified names for filing positions in any one of the facilities including central office.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 5813

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/26/1984

**TITLE:** EE04 Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** EE04 Reports

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 5825

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/26/1984



**Agency Records Disposition Schedule**

Department: Department of Mental Health

Section: Personnel

Division: Central Office

Sub-Section:

**TITLE:** Exit Questionnaire File

**CUTOFF:**

**DESCRIPTION:** Exit Questionnaire File

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 5820

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/26/1984

**TITLE:** Staff Client Reporting System

**CUTOFF:**

**DESCRIPTION:** Staff Client Reporting System

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 5827

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/26/1984

**TITLE:** Title VI Compliance

**CUTOFF:** EOSFY

**DESCRIPTION:** Title VI Compliance

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 5824

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/26/1984



**Agency Records Disposition Schedule**

Department: Department of Mental Health

Section: Personnel

Division: Central Office

Sub-Section:

**TITLE:** Training

**CUTOFF:**

**DESCRIPTION:** Training

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 5826

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/26/1984

**TITLE:** Turnover Reports

**CUTOFF:**

**DESCRIPTION:** Turnover Reports

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 5818

**SERIES STATUS:** Approved

**APPROVAL DATE:**

6/26/1984